

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Equipment Service Worker	Job Family: 6
General Classification: Front-Line	Job Grade: 10

Definition: Maintains the City vehicle and equipment parts inventory and assists in the repair and maintenance of the City vehicles and equipment fleet.

Supervision Received and Exercised: Receives immediate supervision from the Equipment Supervisor; technical supervision may be provided by other higher-level mechanic personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Orders and purchases parts, equipment tools and shop supplies.
2. Receives parts, equipment and/or tools and verifies amount and condition of the items. Enters information into inventory database.
3. Distributes items to mechanics and/or places stock into appropriate location for use, as needed. Updates database as items are issued.
4. Establishes inventory reorder limits/points.
5. Conducts physical counts of inventory as required and produces appropriate inventory reports.
6. Monitors obsolete parts control.
7. Arranges pick up and delivery of parts and supplies and may pick up and deliver parts.
8. Maintains shop, parts room and equipment in a clean and orderly condition.
9. Performs minor repairs and change minor parts.
10. Respond to emergency road calls and repair vehicles as necessary.
11. Assist mechanics in the performance of mechanical repairs as needed.
12. Transport vehicles and equipment for inspection and/or scheduled maintenance.
13. Refuels City vehicles and equipment using a mobile tank truck.

14. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Inventory maintenance principles, including stocking and warehousing practices; parts, equipment and tool suppliers; vehicle parts and repair terminology; vehicle repair and maintenance; basic mathematics; computer applications such as word processing, spreadsheets and/or databases; record-keeping practices; and safe work practices.

Ability to: Plan, schedule and maintain a vehicle parts inventory operation; use a keyboard with moderate speed and high level of accuracy; collect and record data; identify automotive and equipment parts; assist mechanics by performing less skilled tasks involved in servicing, maintaining, adjusting and repairing mechanical equipment; operate assigned equipment; establish and maintain effective working relationships with those contacted in the course of work; and communicate clearly and concisely, both orally and in writing.

Experience and Training Guidelines: Combination of experience, education and training that will satisfy the required minimum qualifications, knowledge and abilities.

Completion of the 12th grade or equivalent, supplemented with course work or additional training specific to automotive technology. One year experience in an automotive or equipment parts or repair facility performing duties similar to the Equipment Service Worker position.

Required Licenses or Certificates: Possession of a valid California Class C driver's license. Possession of a valid California Class B driver's license with valid hazardous materials and tank vehicle endorsements to be obtained within six months of employment.

Established October 1991 (F)

Revised July 2010

CLASS SPECS

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